



**SPK GROUP PERSONAL DATA ACCESS REQUEST FORM / CORRECTION FORM**

**[1] ABOUT YOU (LATEST PARTICULARS)**

Full name: \_\_\_\_\_

NRIC/Passport Number: \_\_\_\_\_  
(Non-Malaysians please provide passport number)

Correspondence Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_

Contact No.: (Residence) \_\_\_\_\_ (Office) \_\_\_\_\_

(Mobile No.) \_\_\_\_\_ (Fax No.) \_\_\_\_\_

E-mail address: \_\_\_\_\_

**[2] ARE YOU REQUESTING FOR YOUR OWN PERSONAL DATA? IF YES, PLEASE PROCEED TO ANSWER PART (A) BELOW.**

**[3] ARE YOU A THIRD PARTY REQUESTING FOR ACCESS TO SOMEONE ELSE'S PERSONAL DATA? IF YES, PLEASE PROCEED TO ANSWER PART (B) BELOW.**

**PART A**

[a] Please state the nature of your relationship with SPK Group:

\*Please delete if it is not applicable

- ☐ A current\* / former customer\* / client\* of SPK Group
  - ☐ A current\* / former employee\* of SPK Group
  - ☐ A current\* / former\* business associate, vendor, service provider or supplier of SPK Group
- (\* delete where applicable)

[b] Please tick and/or state the relevant SPK Group Business Units whom you are requesting the proposal data :

☐ Property Development

☐ Others

Please state : \_\_\_\_\_

[c] Please also provide a photocopy of your National Registration Identification Card (NRIC) or the first page your passport containing your personal details for us to verify your identity. Please mark the photocopy of your NRIC or passport with "FOR PERSONAL DATA ACCESS REQUEST ONLY"

<sup>1</sup> i.e. Are you requesting access to your own information OR are you a third party requesting access to someone else's information?

**PART B**

[a] Please provide a signed photocopy of your National Registration Identification Card (NRIC) or your passport for us to verify your request.

[b] Please state the nature of the Data Subject's<sup>2</sup> relationship with SPK Group

\*Please delete if it is not applicable

☐ A current\* / former customer\* / client\* of SPK Group

☐ A current\* / former\* employee of SPK Group

☐ A current\* / former\* business associate, vendor, service provider or supplier of SPK Group  
(\* delete where applicable)

[c] Please describe the nature of your relationship with the Data Subject:

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[d] Please state the basis of your requiring the personal data of the Data Subject:

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[e] Please enclose with this Form an authorisation letter from the Data Subject as proof of your authority to act on behalf of the Data Subject.

**[3] THE PERSONAL DATA SOUGHT**

Please provide a description of the personal data requested for, and any relevant additional information which can assist us in providing you with a copy of your personal data.

Please specify if you would like to simply view the personal data or to receive a copy of the personal data

( ) View ( ) Copy required

<sup>2</sup> "Data Subject" means the individual who is the subject of the personal data.

**[4] Declaration**

I, \_\_\_\_\_ hereby confirm that the information given in this Form and any documents enclosed are true and accurate. I understand that it will be necessary for SPK Group to verify my / the Data Subject's identity and that SPK Group may contact me or the Data Subject for more detailed information in order to locate the information required.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Important Notes**

- (1) Please note that SPK Group reserves the right to restrict access to certain information as may be permitted under the Personal Data Protection Act 2010.
- (2) Please enclose payment stipulated in the table below with your Access Request. Failing receipt of payment, SPK Group will not be able to process your Access Request.

Type of Personal Data Requested	To View Personal Data Without A Copy	Copy of Personal Data Required
Personal Data	RM 3	RM 10
Sensitive Personal Data*  (*sensitive Personal Data means health information, political options, religious Beliefs, the commission or alleged commission of an office)	RM 5	RM 30

- (3) Personal information collected on this Form is required to enable your Access Request to be processed, and will only be used in connection with this request.